

Change Your Duo Options and Settings

You can change your [Duo authentication options](#) for use with ArchPass two-step login. Use the following guide to :

- Change your default device
- Reactivate Duo Mobile when you get a new phone with the same number
- Delete a phone number or device if it's lost, stolen, or no longer needed
- Add a new device

- [Before you Begin](#)
- [Change a Device](#)
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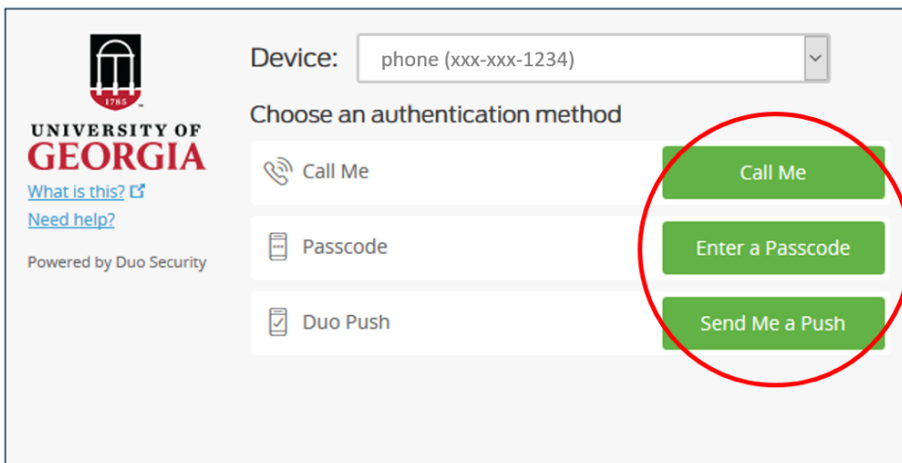
Before you Begin

- If you have not already enrolled in Duo, refer to the [Enrollment guide for smartphones and tablets](#) or the [Enrollment guide for landlines and non-smart cell phones](#).
- Not sure which option you want to use? See [Using ArchPass Two-Step Login](#) for more information.

Change Your Duo Options and Settings

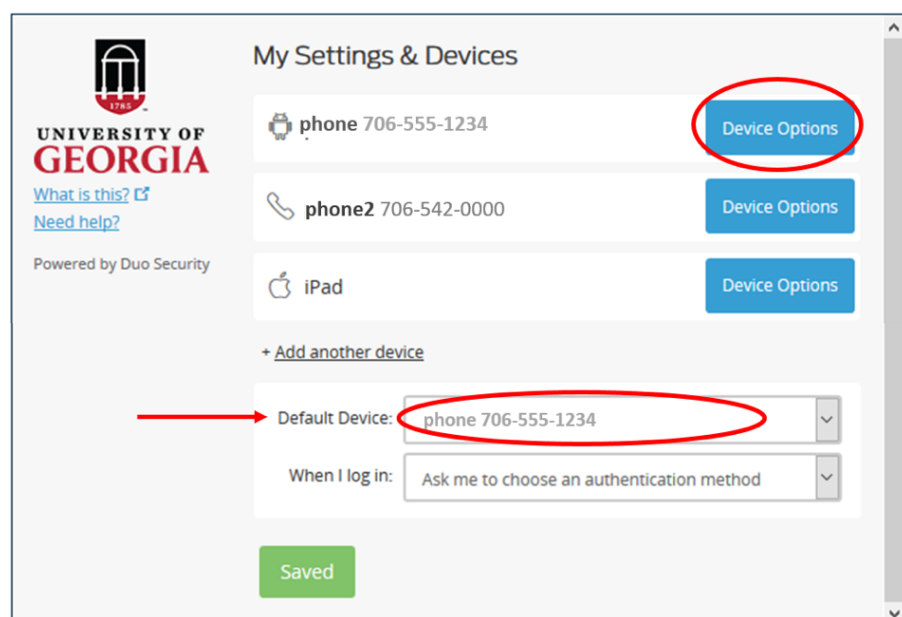
Go to the Self-Service Portal and complete the login steps as follows:

Authenticate with your current device (i.e., Send Me a Push, Call Me, or Enter a Passcode).



The screenshot shows the Duo authentication interface. At the top left is the University of Georgia logo and the text "UNIVERSITY OF GEORGIA". Below the logo are links for "What is this?" and "Need help?", and the text "Powered by Duo Security". To the right, there is a "Device:" dropdown menu showing "phone (xxx-xxx-1234)". Below this is the heading "Choose an authentication method" followed by three options: "Call Me", "Passcode", and "Duo Push". Each option has a corresponding green button to its right: "Call Me", "Enter a Passcode", and "Send Me a Push". A red circle highlights these three buttons.

If you have more than one device enrolled, scroll down to see your full list of devices.



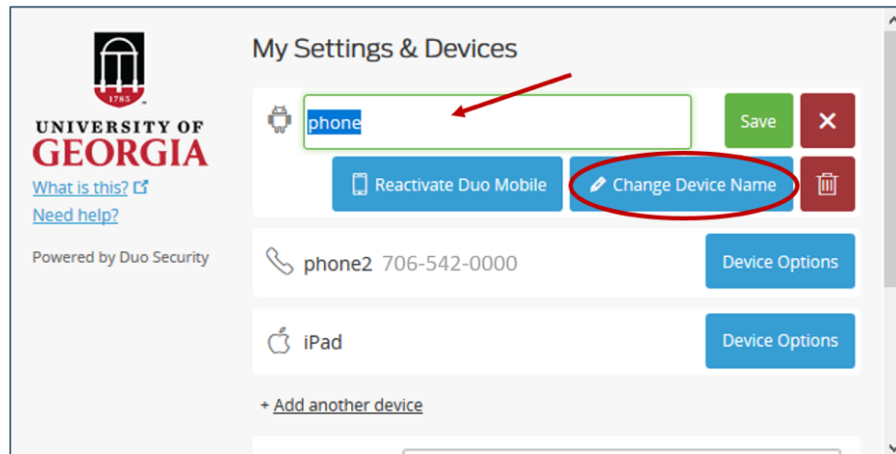
The screenshot shows the "My Settings & Devices" page. At the top left is the University of Georgia logo and the text "UNIVERSITY OF GEORGIA". Below the logo are links for "What is this?" and "Need help?", and the text "Powered by Duo Security". The main content area lists three devices: "phone 706-555-1234", "phone2 706-542-0000", and "iPad". Each device has a blue "Device Options" button to its right. A red circle highlights the "Device Options" button for the first device. Below the device list is a link for "+ Add another device". At the bottom, there is a "Default Device:" dropdown menu showing "phone 706-555-1234" and a "When I log in:" dropdown menu showing "Ask me to choose an authentication method". A red arrow points to the "Default Device:" dropdown, and a red oval highlights the selected device. At the bottom left is a green "Saved" button.

Change a Device

Click **Device Options** next to the device or phone number you want to delete, rename, or reactivate.

To **change** your device's name in Duo click **Change Device Name**, enter a new name in the name field, and click **Save**.

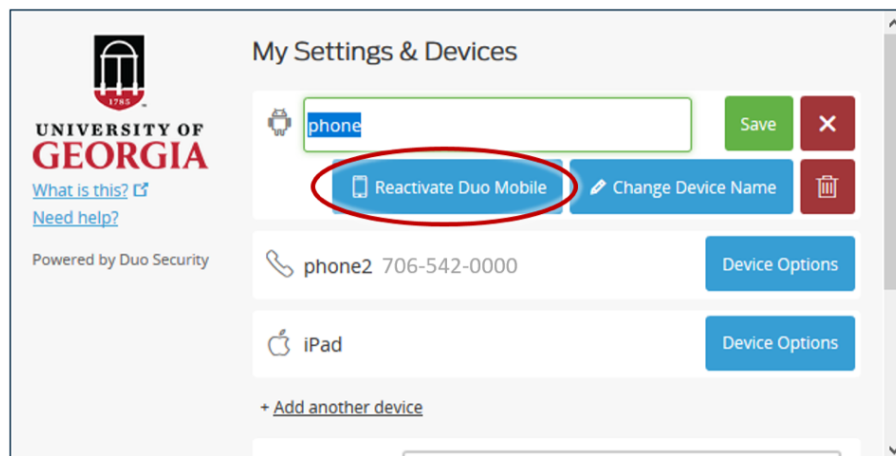
We recommend you use **Ask me to choose an authentication method in the When I log in** drop-down list.



Reactivate your device

Click **Device Options** next to the device or phone number you want to reactivate.

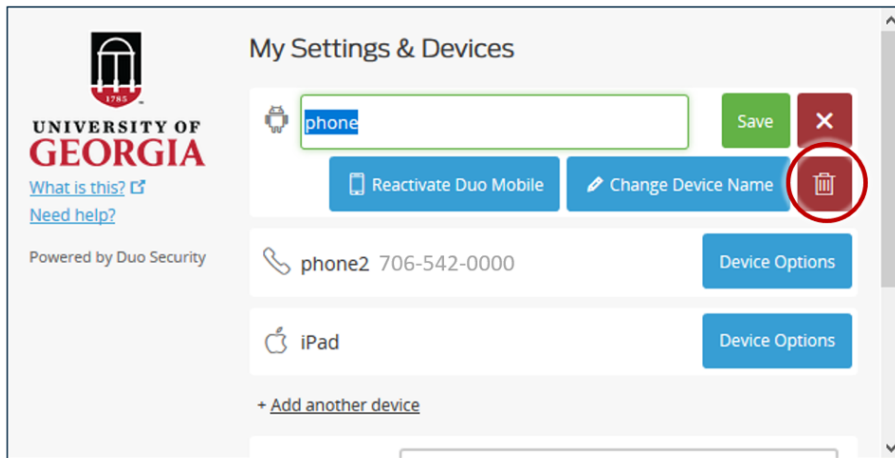
Click **Reactivate Duo Mobile** and follow the onscreen prompts to update your smartphone settings and reactivate.



Delete a device

Click **Device Options** next to the device or phone number you want to delete.

Click the red trashcan icon and select **Remove** on the pop-up box that appears.



Add Another Device

To **Add Another Device** Click from the My Settings and Devices screen click the link to **+ Add Another Device**

Enroll your new device by following the onscreen prompts.

